



**CITY OF JERSEY CITY**  
Department of Recreation  
One Chapel Avenue - Caven Point Complex  
Jersey City, N.J. 07305  
Phone: 201 - 547 - 4582  
Fax: 201 - 547 - 4586



Steven M. Fulop, Mayor  
City of Jersey City

Ryan Strother, Director  
Department of Recreation

## **FACILITY/FIELD PERMIT APPLICATION**

Individual/Organization: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Address: \_\_\_\_\_

**\*PROOF OF ADDRESS REQUIRED**

Contact Person(s): \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Address: \_\_\_\_\_

Home/Work/Cell Number/Fax Number(s): \_\_\_\_\_

### **REQUESTED:**

FIELD(S): \_\_\_\_\_

DATES: \_\_\_\_\_

DAY(S): \_\_\_\_\_

TIME(S): \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

Name of Insurance Company/Policy#: \_\_\_\_\_

**\*MUST BE ENCLOSED COPY OF POLICY**

The Certificate of Insurance must include the following: The above certified coverage is extended as an additional insurance coverage for the City of Jersey City, Jersey City Public Schools and/or The State of New Jersey so long as the liability derived from the use of the facility is under the jurisdiction of the Jersey City Department of Recreation. A minimum of \$2,000,000.00 personal liability Certification of Insurance must be attached to this application. Only Jersey City residents or those people whose primary employment with companies or industries located in Jersey City are eligible to receive facility/field permits. The undersigned, an officer, or individual, requesting the use of Jersey City's facilities guarantees the observance of all regulations governing the use as listed on the "Policy on use of Recreational Facilities by the Public", Jersey City code, chapter 239, which states that the organization assumes responsibility for any personal injury or property damage which may be caused by such use. Failure to follow policy on use of recreational facilities by the signed party could result in loss of permit. You may be required to pay a fee for clean -up costs and or security personnel should your event consist of fifty (50) or more participants.

In addition, a signed waiver may be submitted by the individual(s)/organization stating that the City of Jersey City, Jersey City Public Schools and/or The State of New Jersey WILL NOT be held liable for any injury or loss occurred during the period the facility is in use by the signed parties.

In addition to the waiver, all participants of the program under 18 years old **MUST** have a parent or guardian's permission and written documentation that the participant is in good mental and physical health. The City of Jersey City, Jersey City Public Schools and/or The State of New Jersey, and its employees are not responsible for the participation of your organization.

## FACILITY/FIELD PERMIT APPLICATION

I have read and acknowledge that I will abide by all of the rules and regulations as stated above.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### OFFICIAL USE ONLY:

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BOTH PAGES MUST BE COMPLETED, SIGNED AND SUBMITTED TO:**

**Jersey City Department of Recreation/Facility/Field Request  
One Chapel Avenue - Caven Point Complex  
Jersey City, New Jersey 07305**

**NOTE: Please make a copy for your own records.**